

MEMORANDUM – OFFICE OF THE TOWN ADMINISTRATOR

TO: Board of Selectmen
FROM: Carol Granfield, Interim Town Administrator
RE: Weekly Report
DATE: July 6, 2015
CC: All Departments



Interim Town Administrator: I prepared the weekly report, some staff reports and correspondence to Primex. I provided information to Town Administrator candidates and began preparation of material for panel participants. I met with staff at the Immaculate Conception School and viewed the gym and other areas regarding the feasibility of the space to assist with the Town's recreation program. I met with a resident regarding the status of Moultonboro Neck Road and some GPS issues in the area and was able to resolve the GPS problem. I evaluated areas to hold the Town Administrator interviews and looked at areas that could be utilized in Moultonborough Academy. I finalized the necessary paperwork for the retirement of the Town Planner and transition to a part time employee. Following a discussion with Primex pertaining to a new performance merit system, I modified the Gilford system and will be preparing changes in the Personnel Policy. Training will be coordinated with Primex when we are ready to move forth with the new system. A meeting was held with Recreation and Public Works pertaining to some Pickleball issues and questions. I provided information requested pertaining to bid documents and contracts to Attorney Fitzgerald regarding irrigation systems as requested. I attended the Board of Selectmen meeting. The week of July 6th I will be working offsite and not in the office, working on review of Town Administrator candidate essays and begin some phone interviews.

Administrative Liaison: I assisted the Interim Town Administrator and staff with finalizing the weekly Board of Selectmen's agenda. Carol and I accompanied the Recreation Department staff on a site visit tour of the School of Immaculate Conception. The Interim TA and I also did a site visit for the TA interview location at the Moultonborough SAU Administration offices. I completed a memo for acquisition and financial for a federal surplus purchase. The Interim TA and I met with the Recreation Director regarding our site visit earlier in the week and discussed Pickleball programming. I also attended the Selectmen's weekly meeting.

Agenda Items:

- V. 2 NH the Beautiful 50/50 grant for the Transfer Station equipment purchase of 10 Gaylord containers for staging recyclables.
- V. 3 Primex is asking the Town how it would like to handle the Workmen's Compensation Holiday Distribution, ITA Granfield's memo provides further information.
- V. 4 Request to do a 360° virtual tour of Town Hall for Google Maps at no cost.
- VI. 2 Tabled at last week's meeting in order to receive more information regarding cost increases from CAI Technologies.

Finance: Nothing to report this week.

Assessor: Vision Government Solutions completed 114 interior inspections during the last two weeks. I also inspected a few properties when the taxpayers either called or came into our office after the

scheduled cutoff date. In addition, we verified the interior information by telephone with a number of taxpayers who were not available for physical inspections, but requested a phone call.

Tax Collector: Nothing to report this week.

Town Clerk: Nothing to report this week.

Public Works & Facilities: It was a busy week preparing for our summer residents and visitors. The crew monitored a high water situation on Shaker Jerry Road due to beaver activity around the culvert pipes. The staff repaired a washout area on Winaukee Road which resulted in ditching and installing new check dams, and then cleaning out the catch basin by the contractor to help clean and clear a plugged cross culvert pipe. Staff graded gravel roads on Ben Ayers, Clement and Red Hill Roads. The crew cold patched pot holes and removed cut trees on Ossipee Mountain Road. The crew ditched the Town portion of Ames Road and repaired a small washout on Redding Lane. HEO Dunn and EO Wolanek participated in the Library's touch a truck, for the summer reading program. The staff fine-tuned the shoulder machine, repaired a blown hydraulic hose on the backhoe, and repaired the ranger front brake caliper. Agent Kinmond held a DPW staff training with Attorney Mark Broth speaking about work place bullying and conduct. Bluetooth hands free devices were provided to the staff for use in Town equipment, as our two way radio network does not work Town wide. Agent Kinmond assisted the Wildwood Association with review of their roads for placement of asphalt speed bumps. Agent Kinmond also met with the High Haith Road Agent and contractor to review the road and recommend improvements.

Facility & Grounds: The Grounds Crew continue to mow cemeteries and perform ground maintenance and the LI Beach was raked. The Facility workers handled work orders at Town Hall: Screen repairs, install Cat 5 cable and telephone lines, and repairs to village flags. Agent Kinmond met with the Janitorial Contractor to review staffing and contractor and Town communication lines.

Waste Management Facility: The facility was busy over the holiday week and saw a lot of summer folks who needed some friendly reminders on the types of recycling. Agent Kinmond assisted the staff on Sunday due to a staffing shortage. Next week they will ship mixed paper and MSW. Facility Co-Manager Filpula and Agent Kinmond attended the Single Stream Recycling Committee kick off meeting on Thursday.

Moultonborough Police Department: The Moultonborough Police Department recorded 295 log entries, which included the following calls for service, 25 motor vehicle stops, 6 assists to Fire/EMS, 0 Directed Patrols, 1 arrest, 1 complaint, 1 MV Accident, 3 MV Complaints, 1 residential alarm, 1 commercial alarm and 3 K-9 complaints.

Moultonborough Fire Department: Year to date there has been 377 calls for emergency service. For the period of 6/26/15 to 07/02/15 there were 19 calls for service: (11) Medical Emergencies, (1) Motor Vehicle accident with no injuries, (1) Power lines down, (1) Arcing, shorted electrical equipment, (1) Aircraft standby, (1) Unauthorized Burning, (1) Dispatched and cancelled en route, (1) Alarm system malfunction, (1) Alarm system activation, unintentional. MFR received automatic aid from Center Harbor on three calls, Sandwich and Tuftonboro, one call each.

Overall Average Response Time (Time of dispatch to apparatus/rescue on scene): 10:11 minutes
Overall Average Manpower per incident: 8 Firefighters/Incident

Day Time Average Response Time (Time of dispatch to apparatus/rescue on scene): 08:48 minutes

Overall Average Day Time Manpower per incident: 6 Firefighters/Incident

Night/Weekend Average Response Time (Time of dispatch to apparatus/rescue on scene): 10:45 minutes

Overall Average Night/Weekend Manpower per incident: 9 Firefighters/Incident

Operations: During the week of 6/26/15 to 7/02/15 there were three consecutive days where the department had three separate incidents taking place at the same time. Automatic aid was used on an automatic fire alarm during one of those periods. The department participated in the Library Summer Reading Program on Heroes by providing a fire truck for the children to view and sit in. Dry hydrant flushing and inspection continued.

Office of Development Services Planning:

Planning: Nothing to report this week.

Code & Health: Nothing to report this week.

Human Services: Nothing to report this week.

Recreation Department: Summer camps, swim lessons, and tennis lessons all began last week. Beaches are open for the season. Due to the weather we had to move into the schools last Wednesday, June 30 with some minor challenges, but it worked out well. Happy Campers had 60 children and RECKing Crew had 51 for that day. Adult Co-ed slow pitch softball is underway and will play Monday - Thursday at the Academy, Playground Drive, and some games at Prescott Park in Meredith under the lights. The first Summer Band Concert kicked off last Wednesday inside of the Lion's Club with the New Horizon's band of Lakes Region with 30 in attendance. This week's concert features local talent with a variety of music. The concert starts at 6:30 p.m. on Wednesday, July 8th at the Lion's Club. Some of the participants of the Granite State Track and Field team will be competing in the Regional meet on Tuesday, July 7 in Dover, NH. If they qualify they can compete in the State Meet which is held on Friday, July 17 in Pelham, NH.

Important Dates to Remember

Board of Selectmen's Meeting, July 9, 2015, 7 PM

Board of Selectmen's Meeting & Public Hearing, July 16, 2015, 7 PM

Board of Selectmen's Work Session, Moultonborough Academy, July 23, 2015, 8:30 AM

Board of Selectmen's Meeting, July 30, 2015, 7 PM

Staff Meeting, July 10, 2015, 9 AM